



# Office of the City Clerk

Weekly Report – for Week Ending August 4, 2017

## OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

### Elections

Staff met with representatives from Fair Vote California on July 28, 2017 to discuss the organization's goals and programs. One of their priorities is Ranked Choice Voting (RCV) and they offered to provide additional information and training to staff, candidates or anyone else who might be interested in learning more about the process. Additionally, they offered to help Neighborhood Councils interested in RCV.

Staff continues to train and prepare for the 2018 Neighborhood Council Elections.

### Business Improvement Districts (BIDs)

On August 1, 2017, the Ordinance of Establishment was adopted by Council for the Little Tokyo BID.

Parcel data was submitted on August 3, 2017 to the County Assessor's Office for the 2018 BID assessments.

### Neighborhood Council (NC) Funding Program

Training was held for NC Treasurers at the Council District 8 Constituent Service Center on August 3, 2017. This training session included an overview of the new online banking portal for NCs in the South Los Angeles area. Almost 92% of the NCs have received training and are using the new system. Since July 1, 2017 staff has processed 223 payment requests totaling over \$200K. This represents an unprecedented expenditure rate for this point in the fiscal year. The new electronic banking system is being praised for its ease of use and processing time reduction.

### Records Management

The City Archives has photographs and memorabilia related to President Kennedy's 1962 visit to Los Angeles on display at the California Historical Society's "History Keepers – Eleven Stories that Moved Los Angeles" exhibit at El Pueblo from August 4 through October 1, 2017. For additional event information, visit <https://my.californiahistoricalsociety.org/single/EventDetail.aspx?p=640>.

### Systems

An additional 732 archived Council files dating back to the year 2000 have been scanned and uploaded onto the Council File Management System (CFMS). As of today, there are 275,500 Council related documents available online through the City web portal.

The City's Email Early Notification System (ENS) is being updated to accommodate recent Council Committee modifications.

### Issues

The Uninterrupted Power Supply (UPS) unit supporting the Election systems failed early this week. Staff redirected all systems to use a direct power source while the unit is being serviced.